

# How To Hire a Work-Program Student

## Overview:

The work program helps campus employers by subsidizing wages to students for temporary jobs on a part-time or full-time basis.

Work program positions must meet the following criteria:

- Be situated on or near a McMaster site
- Consist of duties that would otherwise not be completed
- Not to replace or subsidize existing University positions
- Not to conflict with any existing collective agreements
- Payroll for Work Program students must be processed through McMaster University Human Resources

To obtain further program information please visit the Aids & Awards – Work Program Employer Information page: <https://registrar.mcmaster.ca/aid-awards/work-program/>

## Roles and Responsibilities:

Role	Responsibility
Department Administrator/ Hiring Manager	Determine needs of the position and select a relevant job description.
Human Resources Advisor	Assist department administrator/hiring managers in selecting a job description that reflects job requirements.
Department Administrator/ Hiring Manager	Prepare job opening and submit for approval.
Aids & Awards Office	Review job opening details and approve/ deny department work program funding.
Department Administrator/ Hiring Manager	Recruit and prepare offer in Mosaic.
Aids & Awards Office	Review work program offers in Mosaic and approve or deny based on student's eligibility.
Department Administrator/ Hiring Manager	Send offer letter to successful work program candidate. Accept offer on behalf of candidate and send onboarding paperwork to HR.
Human Resources, Service Centre	Verify department and student have been approved for work program. Hire student in Mosaic.

## Input(s):

1. Determine needs of the position.
2. Select a job description that reflects the job requirements.
3. Determine appropriate wage range based on job description selected.
4. Complete a job opening to get approval for work program funding.
2. Obtain approval from Aids & Awards for work program funding
3. Post Job (if required)
4. Review/ Manage applicants
5. Link applicant(s) to job opening (if required)
6. Prepare offer for successful candidate(s)
7. Obtain approval from Aids & Awards for successful candidate(s) work program eligibility
8. Offer approved work program candidate position
9. Accept offer on behalf of candidate
10. Send Offer and HR onboarding documents to HR Coordinator

## Output(s):

1. Aids & Awards reviews and approves/rejects work program funding for department/office/area.
2. Post approved job on work program job board.
3. Offer and prepare successful candidate for hire through Mosaic.

## Selecting a Job Description and Identifying Wage Range

On November 22, 2017, the Ontario Government passed *Bill 148, Fair Workplaces, Better Jobs Act*. The Equal Pay for Equal Work provision of Bill 148 affects the McMaster Work Program process. Effective April 1, 2018, employees are entitled to equal pay for equal work, regardless of employment status. If temporary workers in your area are performing the same or substantially similar work as may be performed by employees in other employment groups, such as Unifor or TMG, the temporary worker is to be assigned the appropriate job description and paid according to the hiring rate or hiring range of the corresponding pay grid or salary range, as applicable.

There are 3 options for identifying a job description that meets the needs of your position.

### *Option A*

Review [Unifor](#) job descriptions and select one that reflects your job requirements. If you would like to review a job description from another employee group (TMG, BUC, etc.), contact your HR advisor. If work to be performed by the McMaster Work Programs student employee is the same or substantially similar work as employees in Unifor or another employee group (TMG, BUC, etc.), the job description and hiring range of the corresponding pay grid must be used. If no similar job exists, proceed to option B.

If a Unifor job description is chosen, you will find the pay grade at the top of the job description. Refer to the Unifor wage rate grid for corresponding wage range. If the job is the same or substantially similar to a Unifor role, the hire rate for work program students should be between the Hire Rate and Step 3 of the Unifor wage rate grid.

### *Option B*

Review [temporary/casual/interim generic job descriptions](#) and select the one that reflects your job requirements. If no similar job exists, proceed to option C.

If a temporary generic job description is selected, you will find the wage level at the top of the job description. Refer to temporary/casual salary grid, to determine corresponding wage range.

### *Option C*

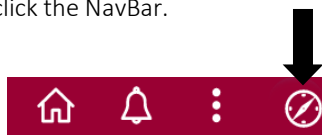
Contact your HR advisor to develop a unique temporary/casual/interim job description. Once developed Human Resources will inform you of the wage level.

## Step 1: Prepare a Job Opening

### Verify Existing Work Program Position Code

The first step in preparing a job opening is to determine if your department has a work program position code or if you need to request one to be created.

1. Navigate to the top right corner and click the NavBar.



Run the Department Position Inquiry query to determine if you have an existing work program position code. The query can be accessed:

Menu: NavBar → Navigator → Human Resources → Recruiting → Reports → Recruitment Queries → Department Position Inquiry

2. Enter Job Family: "INTERM"
3. Enter Dept ID: (your department ID)
4. Click View Results

**MCM\_REC\_DEPT\_POSN - Department Position Inquiry**

Job Family

Dept ID

5. Review search results to determine if there is an existing work program position within your department that has the same job attributes as your work program vacancy.
  - Position Attributes would include: Job code, Location, Full time/ part time, Standard hours, and Reports to (Manager ID)

Position	Position Status	Position Description	Job Code	Job Code Description	Dept ID
00110420	Approved	WORKSTUDY STUDENT	WPS009	WORKSTUDY STUDENT	10174
00113581	Approved	WORKSTUDY STUDENT	WPS009	WORKSTUDY STUDENT	10125

*If the position number is not found continue to step 6.*

**Request New Work Program Position Code**

6. If the position is not found, you have to request the position number to be created. Navigate to the "Request New Position Form."

Menu: NavBar → Navigator → Human Resources → Recruiting → Request New Position

7. Click add New Value
8. Complete the following fields:
  - Part A- Position Attributes
    - Subject: include job title, department name
    - Job Code: WPS###
    - Department: your department ID
    - Regular/ Temporary: Temporary
    - Full time/ part time: Part Time
    - Standard hours: standard weekly hours as applicable
    - Reports to Position: position code of work program supervisor
    - Location: campus location

**Request New Position**

\*Subject

Priority

Due Date

Status

**Important!** Please enter the Department Description in the subject field.

**Part A - Position Attributes**

\*Job Code

\*Department

\*Regular/Temporary

\*Full/Part-Time

\*Standard Hours

\*Reports To

Position

\*Location

\*Assignment Start

Date

Part B- Security Access for Position

- Enter security access as applicable for position duties

**Part B - Security Access for Position**  
 Please complete the security access request. You can request security access to replicate an already existing position, or check all the below access functions that are required.

Security Access to:

Replicate Position

Department Time Reporter

Department Time Approver

Department Time Administrator (Report & Approve)

Department Manager/Administrator

Department Finance Manager/Administrator

Department Training Coordinator

Recruitment Hiring Manager

Recruitment Coordinator

9. Click Save



10. Scroll back to the top and click Submit

**Request New Position**

\*Subject

Priority  Due Date

Status

You will be notified by e-mail once your position code has been created. Once you have the new position code proceed to creating the job opening.

**Create Job Opening**

Required job openings fields checklist:

Job Family	Funding sources & fringe benefits
Work program job code	Job Posting Title
Openings to fill, Target Openings, Available Openings	Job description
Effective dates of work program academic term	Job posting destination
Contract start and end dates	Posting Type
Employee class	Post date/ remove date
Estimates weekly hours	Recruitment team

11. Navigate to Create Job Opening page to create job opening

Menu: NavBar → Navigator → Human Resources → Recruitment → Recruiting → Create Job Opening

12. Enter Primary Job Opening Information:

- Job Opening Type: Standard Requisition
- Business Unit: MAC01
- Job Family: INTERM
- Position Number: work program position code
- Department: your department code
- Job Code: WPS###
- Recruiting Location: 1003 (your location on campus)
- Job Posting Title: position title (title of the [job description selected](#))
- Specify job code of job description selected in "Justification for Hiring" section of opening.

13. Click continue

Primary Job Opening Information

Recruiting Home

Job Details ?

Job Opening Type: Standard Requisition

\*Business Unit: MAC01 (McMaster University)

\*Job Family: INTERM (Interim)

Position Number: [ ]

Department: [ ]

Job Code: WPS001

\*Recruiting Location: [ ]

\*Job Posting Title: [ ]

Continue

There are four tabs in a job opening:

Recruitment Details | Screening Settings | Job Postings | Recruitment Team

14. Start completing the Recruitment Details tab by entering the following fields:

- Target Openings: number of work program positions you are applying for
- Desired Start Date: start date outlined by Aids & Awards ([McMaster Work Program Dates](#))

\*Openings to Fill: Limited Number of Openings

Target Openings: 1

Available Openings: 1

Desired Start Date: [ ]

15. Scroll to the McMaster Specific Info section and enter the following fields:

- Justification for Hiring: include the job number found on the job description selected
- Contract Details (start and end date): refer to below link for applicable dates for the current academic term - [McMaster Work Program Dates](#).
- Employee Class: STU
- Estimated Weekly Hours: as applicable

McMaster Specific Info

Additional Attributes

Justification for Hiring: 3 work/ study positions needed to assist members of the new DS program in program development initiatives including the creation and design of instructional and website materials, and analysis of program evaluation data.

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Contract Details

Contract Start Date: 2015/09/08

Contract End Date: 2016/04/16

Total Weeks: 31.6 Total Months: 7.4

Employee Class: STU Estimated Weekly Hours: 10

Position Hours: 37.50 Job Code Hours: 35.00

- Estimated Annual/ Contract Salary Cost: total salary cost for duration of contract
- Funding Source 1: combo code for salary
- Code 1 Allocation: percentage of combo code per salary (ex 100%)
- Estimated Annual/ Contract Fringe/ Benefit Cost: total benefit cost for duration of contract
- Funding Source 1: combo code for fringe benefits
- Code 1 Allocation: percentage of combo code per benefit (ex 100%)

**Funding Information**

Annual/Contract Salary

Estimated Annual/Contract Salary Cost: 2880.00

Funding Source 1	[Redacted]	Code 1 Allocation	100.00
Funding Source 2		Code 2 Allocation	
Funding Source 3		Code 3 Allocation	
Funding Source 4		Code 4 Allocation	
Funding Source 5		Code 5 Allocation	

Other Fund Sources (Describe):

3000 Characters Left

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**Fringe/Benefits**

Estimated Annual/Contract Fringe/Benefit Cost: 260.00

Funding Source 1	[Redacted]	Code 1 Allocation	100.00
Funding Source 2		Code 2 Allocation	
Funding Source 3		Code 3 Allocation	

Note: please ensure your salary and benefit accounts have been mapped in accordance with the Current Labor-Benefit Account Map page in Mosaic

- Additional comments (if applicable)
16. Click job posting tab to add posting details. If not posting, please skip to step 38.
  17. Click Add job posting (to be completed if position needs to be posted on work program job board)

Recruitment Details | Screening Settings | **Job Postings** | Recruitment Team

**Job Postings** ?

No job postings exist for this job opening.

Add Job Posting

18. Add Posting Title (title of the [job description selected](#))
19. Choose Description Type from dropdown menu: Posting Details
20. Choose Visibility from dropdown menu: Internal Only
21. Choose Template from dropdown menu: McMaster Posting Details (Interim)
22. Complete details as applicable
  - Ensure that the hourly rate within the posting is in accordance with the associated wage range of the [job description selected](#).

Job Postings

\*Posting Title Office Assistant

Job Descriptions

\*Description Type Posting Details

\*Visibility Internal Only

Template McMaster Posting Details (Interim)

First 1 of 1

Format

Schedule	10 hours per week
Education Level	postsecondary
Career Level	Some office experience
Hourly Rate	\$11.75

23. Click Add Posting Description

Add Posting Description

24. Choose Description Type from dropdown menu: JobDescription
25. Choose Visibility from dropdown menu: Internal Only
26. Choose Template from dropdown menu: McMaster Job Description

27. Copy and Paste the accountabilities and qualifications from the [job description selected](#).

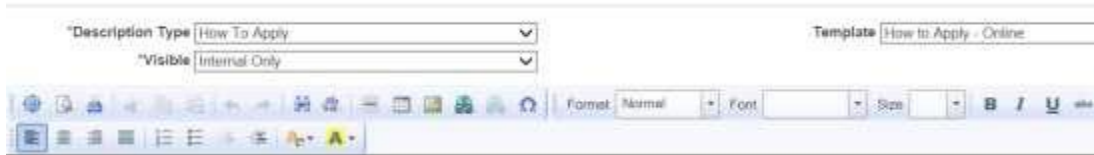
28. Click Add Posting Description



29. Choose Description Type from dropdown menu: How to Apply

30. Choose Visibility from dropdown menu: Internal Only

31. Choose Template from dropdown menu: How to Apply-Online



32. Click Add Posting Description



33. Choose Description Type from dropdown menu: Employment Equity Statement

34. Choose Visibility from dropdown menu: Internal Only

35. Choose Template from dropdown menu: McMaster Employment Equity



36. Update Job Posting Destinations to post position.

- Destination: McMaster Work Program Postings
- Posting Type: Internal Posting
- Post Date: As detailed within the [McMaster Work Program Dates](#) link.
- Remove Date: as applicable



37. Click ok

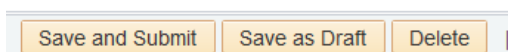
38. Click the Recruitment Team tab to add recruitment team.

39. Add Recruiters

- Primary Recruiter: [HR Advisor or FHS HS Representative](#)

40. Add Hiring Manager

41. Once all the information has been placed in the required fields, review job opening and then click the Save and Submit button to generate a Job Opening ID. The status of the job will change to Pending Approval.



Note: Once the Save and Submit button has been clicked, you will no longer be able to edit the Job Opening requisition. Please make note of the Job Opening ID to search in the future.

Once the job opening has been approved the primary hiring manager will receive notification.

Aids & Awards will indicate how many work program positions have been approved in the bottom of the Recruitment Details page of the job opening.

Work Study Approvals (For Office Use Only)
# Approved Work Study Positions <input type="text" value="1"/>

Once the successful applicant(s) have been determined, an offer has to be prepared in Mosaic to determine if the successful applicant is work program eligible.

If the successful applicant applied to the job opening online please proceed to step 49.



## Step 2: Link Successful Applicant

### Search Applicant

42. If the successful applicant did not apply to the job opening online, navigate to the applicant screen to search applicant.

Menu: NavBar → Navigator → Human Resources → Recruitment → Recruiting → Search Applicants

43. Clear the prepopulated search fields
  - Unclick Search My Applicants
  - Clear Applicant Status
44. Add Applicant first and last name
45. Click search



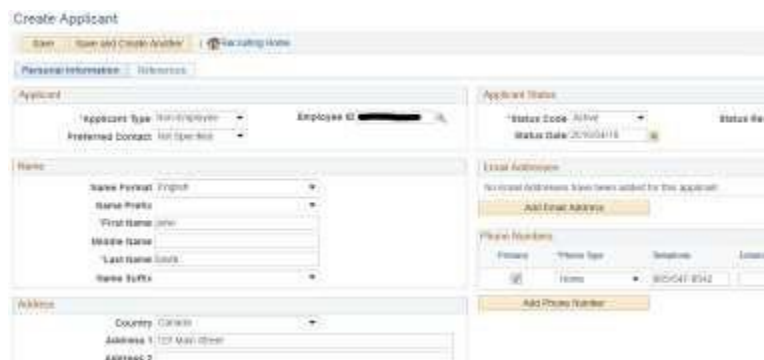
If your candidate has an existing applicant record skip to step 49. If there is no record of your applicant, you will need to create an applicant record.

### Create Applicant

46. Navigate to Create Applicant

Menu: NavBar → Navigator → Human Resources → Recruitment → Recruiting → Create Applicant

47. Enter Personal Information:
  - Applicant Type: Non-employee
  - Employee ID: Student Number
  - First Name
  - Last Name
  - Address
  - Status Code: Active
48. Click Save



## Link Applicant to Job Opening

49. Repeat Steps 42- 45 to search applicant
50. Click Actions
51. Click Link Applicant to Job

### Search Applicants

Recruiting Home | Browse Applicants | Saved Searches

Quick Search | Keyword Search | Advanced Search

Search Criteria

1 Result(s) Found

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	John Smith	40347	Non-Employee	010 Active	905547-9542		2016/04/18	0	• Actions

Select All | Deselect All | [Display All Data](#)

- Add Applicant to List
- Change Applicant Status
- Forward Applicant
- Link Applicant to Job
- Send Correspondence

52. Enter Job Opening ID
53. Click Link

Link Applicant to Job Opening

Applicants without email addresses will not receive a Job Opening Questionnaire.

Applicants to be Linked

Applicant	Name	Email Address
40347	John Smith	

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire
7448			

Add Job Opening

Disposition Information

\*Disposition: 015 Linked

Reason

Date: 2016/04/18

Link | Cancel

## Step 3: Prepare/Create Job Offer

54. Navigate to job opening
55. On the Applicants Tab select your applicant and scroll to the right and click Other Actions
56. From the Other Actions drop down list select Recruiting Actions
57. From the Recruiting Actions drop down list select Prepare Job Offer



58. In the Offer Details page complete the following fields:

- Offer Date
- Start Date
- Offer Expiration Date

Business Unit	MAC01
Offer Date	2016/04/20
Start Date	2016/05/02
*Offer Expiration Date	2016/04/27
Applicant Type	Non-Employee
Registered Online	No
Preferred Contact	Not Specified
<input type="checkbox"/> Notify Applicant	

59. In the Job Offer Components section select:

- Component: Base Salary
- Offer Amount: enter hourly rate (Ensure that the hourly rate is in accordance with the associated wage range of the [job description selected](#))
- Currency: CAD
- Frequency: Hourly

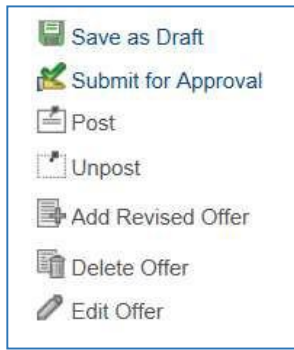
*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Salary	11.25		CAD	Hourly

60. In the Offer Letter section select:

- Letter: MCM Temp Offer
- Date printed: today's date

Letter	MCM Temp Offer	Date Printed	2016/04/20
<input type="button" value="Generate PDF"/>		<input type="button" value="Download Letter"/>	
<input type="button" value="Email Applicant"/>			

61. Click Submit for Approval



The job offer will go to a Student Loans & Awards Officer in Aids & Awards for approval. Aids & Awards will review the successful candidate's information to determine if they are eligible for the work program. To check the status click on the Approvals tab in the Prepare Job Offer window.



Once the successful candidate has been approved, you will have the option to generate the offer letter.

62. Click Generate Letter



63. A word document will download to your computer, edit as required and save to your computer.

64. Once your offer letter is prepared, click the Upload Letter button to upload your edited offer letter back to the Job Opening.

65. Click browse and choose your letter, then click upload



You can add additional attachments to the offer before posting it to the Candidate Gateway. To do this, you continue on step 66. Otherwise skip to step 69.

66. Click Edit Offer

67. Click Add Organizational Attachment

68. Click browse and choose your job description (must match [selected job description](#)), then click upload

69. Click Submit



## Send Offer through E-mail in Mosaic

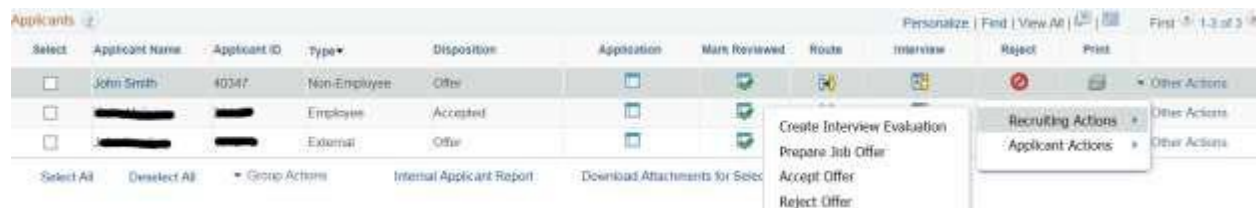
70. Navigate to the Offer Details page of the job opening
71. Click the E-mail Applicant button

### Email Applicant

72. Update the Contact Method to: E-mail
73. Verify the Recipient Information
74. Add Subject and Message
75. Ensure all your attachments are listed under Attachments.
76. Click Preview to review correspondence
77. Click Return
78. Click Send

## Accepting the Offer

79. Once the applicants Disposition reflects Offer, click Other Actions
80. Click Recruiting Actions
81. Click Accept Offer



Once the offer has been accepted, please send the onboarding paperwork to your HR Advisor for processing. The onboarding paperwork should include:

- Signed Offer Letter
- Contact and Deposit Form
- TD1 and TD1 Ontario Tax Forms for the current year
- Job opening number

Please ensure you get the paperwork to your HR Advisor before the payroll cutoff. All

paperwork may be sent to the following e-mail, [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca)

Payroll Cutoff Calendar: <https://hr.mcmaster.ca/app/uploads/2020/05/2020-Payroll-Cutoff-Calendar-STAFF-updated-May-12-2020.pdf>

For any additional questions, please contact the Aids & Awards office,

[awards@mcmaster.ca](mailto:awards@mcmaster.ca).